

INSTRUCTIONS TO DESIGNERS FOR ON-LINE BIDDING

Bid Advertisement – ON-LINE BIDDING

Since 2018, Minnesota State changed its Bid Advertisement procedure to make College/University Project Manager's responsible for posting the Bid Advertisements to QuestCDN. Architects/Engineers who are under contract with the Minnesota State for designing and preparing project documents, shall will be required to furnish plans and specifications in a specific pdf format and will upload the project documents into the appropriate folder in e-Builder.

Reference DIV00 0001 Instructions for DIV00 Documentation for additional information.

Uploading Project Documents:

Once the Construction Documents have been approved (100% complete), use Adobe Acrobat to create one document in pdf format that includes all the specifications and plans for the project (everything that is normally included in a paper plan set). If you have files that are not digital files to incorporate into your assembly, you will need to make arrangements to scan them into a pdf format. The plans and specifications must be one pdf file. Do not secure the pdf file, as QuestCDN will secure the pdf during the upload process.

Be sure to set '**bookmark**' for the completed .pdf file, which will enables potential bidders to easily navigate the document. Set "Bookmarks" (use codes in **Attachment A**) in the completed pdf file. **Only bookmark sections in the Project Manual that would be important to potential bidders to reference** to help them determine if they will be bidding on the project. In Division 0, bookmark the Instructions to Bidders, the Bid Submittal Certification Form and the General Conditions. In the other divisions only bookmark sections related to the work on the project (concrete, masonry, plumbing, HVAC, electrical, fire protection, security, etc.), which would inform subcontractors if interested in bidding on the project. QuestCDN suggests that you modify the pdf document properties to display the page and bookmarks when opened. For further information and/or training on how to set up these functions, contact QuestCDN at the number listed below.

After you have created your plan set as a pdf, it is ready for upload to e-Builder. Log in to e-Builder, select the Project, select Documents, select 06 Planning and Design folder, select 6.10 Bidding folder, select 6.10.1 Bidding Documents Folder, Select Upload from the toolbar, select browse and select the pdf file(s) you wish to upload, then select the "Upload File(s)" button.

NOTE: In addition to the plan set, there are several Division 00 documents in the Project Manual that need to be modified specifically for the project. The AE shall modify and upload these documents as Word documents to e-Builder in the Bidding folder:

Section 00 21 14	Instructions to Bidders
Section 00 41 14	Bid Submittal Certification Form
Section 00 41 15	Prime Contractor Statement of Qualifications [with prior approval]
Section 00 43 13	Bid Bond Exhibit A for Construction Contracts
Section 00 45 13	Attachment A: Responsible Contractor Verification and Certification
Section 00 45 35	Attachment A1: First Tier Subcontractors List



Addendum:

Addendum will be created and uploaded to the same Bidding Documents Folder in e-Builder. Convert your native addenda files into a single .pdf file just as you did for the main project/request documents. Please bookmark the file if it extensive and set the document properties to display both page and bookmarks when opening.

Note: The Architect/Engineer cannot distribute the bidding documents to any other parties except as authorized by Minnesota State.

QUESTCDN TECHNICAL HELP: info@questcdn.com or 952.233.1632.

Contact QuestCDN for assistance with placing ads, uploading or working with this digital project information. If there are questions from contractors about viewing or obtaining bidding documents, you may direct them to QuestCDN for assistance.

ATTACHMENT A – MINNESOTA STATE BOOKMARKS

Bookmarks Information:

Bookmarks are internal links that let a person navigate inside the pdf file once they have opened it. You don't have to bookmark every division or every drawing. Recommend bookmarking only major sections that are important to the project.

The view option is mostly intended for prospective bidders to take a look inside before they download the complete document (and pay the download fee). Once the document is open in the viewer, bidders can use the bookmarks to get to any other information they would like to see.

BOOKMARKS

DIVISION 01 – GENERAL REQUIREMENTS DIVISION 02
– EXISTING CONDITIONS DIVISION 03 – CONCRETE

DIVISION 04 – MASONRY

DIVISION 05 – METALS

DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES

DIVISION 07 – THERMAL AND MOISTURE PROTECTION DIVISION 08 –
OPENINGS

DIVISION 09 – FINISHES DIVISION 10

– SPECIALTIES DIVISION 11 –

EQUIPMENT DIVISION 12 –

FURNISHINGS

DIVISION 13 – SPECIAL CONSTRUCTION DIVISION 14

– CONVEYING EQUIPMENT DIVISION 21 – FIRE

SUPPRESSION

DIVISION 22 – PLUMBING

DIVISION 23 – HEATING, VENTILATING, AND AIR-CONDITIONING

DIVISION 25 – INTEGRATED AUTOMATION

DIVISION 26 – ELECTRICAL

DIVISION 27 – COMMUNICATIONS

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY

DIVISION 31 – EARTHWORK

DIVISION 32 – EXTERIOR IMPROVEMENTS DIVISION 33

– UTILITIES

DIVISION 34 – TRANSPORTATION

Construction Sheets (Drawings):

TITLE PAGE

SHEET INDEX

CIVIL/SITE DEMOLITION

LANDSCAPING

ARCHITECTURAL

STRUCTURAL/FOUNDATION

PLUMBING

FIRE PROTECTION INTERIORS

MECHANICAL

TEMPERATURE CONTROLS

ELECTRICAL